



Figure 28: Format Cells dialog – Numbers tab

Numbers as text

Numbers can also be converted into text as follows:

- 1) With the cell selected, open the Format Cells dialog (Figure 28).
- 2) Make sure the *Numbers* tab is selected, then select **Text** from the *Category* list.
- 3) Click **OK**. The number is converted to text and, by default, is left-aligned. You can change the formatting and alignment of any text numbers just as you would with normal text.

Text

Click in a cell and type the text. The text is left-aligned by default. Cells can contain several lines of text. If you want to use paragraphs, press *Ctrl+Enter* to create another paragraph.

On the Formula Bar, you can extend the Input line if you are entering several lines of text. Click on the **Expand / Collapse Formula Bar** icon located on the right of the Formula Bar and the Input line becomes multi-line, as shown in Figure 29. You can drag the bottom of the Input line up and down to control its exact height. Click the **Expand / Collapse Formula Bar** icon again to return the Input line to its default single line height.